

RESOLUTION NO. 2017-11

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING
THE VILLAGE MANAGER TO ISSUE A WORK ORDER TO
EAC CONSULTING, INC. FOR ENGINEERING SERVICES
RELATING TO THE VILLAGE GREEN TODDLER PARK
LIGHTING IMPROVEMENTS PROJECT; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, the Village of Key Biscayne (“Village”) issued Request for Qualifications No. 2016-02-09 (“RFQ”) for continuing professional engineering services; and

WHEREAS, pursuant to the RFQ, the Village Council selected EAC Consulting, Inc. (the “EAC”) as one of the consultants to provide continuing professional engineering services and authorized the Village Manager to execute an agreement with EAC; and

WHEREAS, EAC has provided a proposal, attached as Exhibit “A,” for engineering services relating to the Village Green Toddler Park Lighting Improvements Project (the “Project”); and

WHEREAS, the Village Council desires to authorize the Village Manager to issue a work order for the Project consistent with the proposal attached as Exhibit “A” and the professional services agreement entered into between the Village and EAC; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE
OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

Section 1. Recitals Adopted. That each of the recitals stated above is hereby adopted and confirmed.

Section 2. Village Manager Authorized. The Village Manager is hereby authorized to issue a work order to EAC for the Project that is consistent with the proposal attached hereto as

Exhibit "A" in an amount not to exceed \$29,887.11.

Section 3. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED and ADOPTED this 21st day of February, 2017.


MAYOR MAYRA PEÑA LINDSAY

ATTEST:


CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


VILLAGE ATTORNEY



VILLAGE OF KEY BISCAYNE

Department of Parks & Recreation

Village Council

Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis F. de la Cruz
Gary R. Gross
Allison McCormick
Brett G. Moss
Katie Petros

February 24, 2017

Director

Todd Hofferberth
Mr. Michael Adeife
Vice President
EAC Consulting Inc.
815 N.W. 57 Avenue, Suite 402
Miami, Florida 33126

Re: Notice to Proceed with the Statement of Work for Engineering Design Services for the Village Green Toddler Park Lighting Improvements (the "Statement of Work")

Dear Mr. Adeife:

The Village of Key Biscayne (the "Village") is in receipt of the Statement of Work, dated January 20, 2017, prepared by EAC Consulting Inc. for the above-referenced services. Please accept this letter as a Notice to Proceed with the Statement of Work in accordance with the terms and conditions of the Professional Services Agreement, dated May 20th, 2016, between the Village and EAC Consulting, Inc. Should you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,

Todd Hofferberth
Village Parks & Recreation Director

cc: John C. Gilbert, Village Manager
Tony O. Brown, Public Works Superintendent
Jud Kurlancheek, Village Building, Planning & Zoning Director



EAC Consulting, Inc.

February 21, 2017

John C. Gilbert, jgilbert@keybiscayne.fl.gov

Village Manager

Village of Key Biscayne

88 W. McIntyre St, Suite 210

Key Biscayne, FL 33149

Re: Engineering Design Services for the Village Green Toddler Park Lighting Improvements

Dear Mr. Gilbert:

EAC Consulting, Inc., as part of its Continuing Services Contract with the Village's respectfully submits this proposal request to undertake the professional engineering services for developing plans and specifications for implementing new lighting at the Village Green Toddler Park.

Statement of Work

Generally, our scope of work includes the following tasks:

- i. Development of an acceptable lighting level criteria, based on "night time" field investigation and measurements at the Village Green Toddler Park, considering the tree canopy and equipment fabric shade cover.
- ii. The development of plans illustrating the anticipated layout of proposed lighting fixtures.
- iii. A technical specifications package.
- iv. Provision and incorporation of design support documents consisting of a basic survey.
- v. Development of Opinion of Probable Construction Costs – This includes the development of construction costs based on recent historical cost trends. The prepared costs will include appropriate contingencies.
- vi. Procurement technical support including the Bid Package Compilation & Bid Assistance Services such as responding to bid inquiries, issuing revisions/addenda, bid review, verification of bidders
- vii. Construction Phase visits.

Schedule

Our preliminary schedule for completion is estimated as follows:

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|---|-------------------------------|
| o Field work and lighting investigation | NTP + 2 Weeks |
| o 100% Design plans and specifications | 6 weeks after NTP (projected) |
| o Bid & Award Phase | 10 weeks after NTP |
| o Construction Phase | TBD |

Deliverables

- 100% Plans and Specifications
- Bid Documents

Assumptions:

The following assumptions were made with consideration to the tasks enumerated in this proposal:

- a) Village staff will be available and present to open the existing power supply panels;
- b) Nighttime illumination measurements will be made with ample notice to the Village staff to inform residents and park users as to EAC's presence;
- c) Plans will consist of a cover sheet; summary of items sheet, tabulation of quantities, general

notes, pole data, service point details, site layout plan sheet; special details, and restoration notes.

- d) Cost estimate is limited to the new lighting installation. Other items such as existing panel upgrades or existing system grounding to meet code, etc. are not included.
- e) Standard front end documents for the Bid package shall be provided by the Village.
- f) It is anticipated that permitting will only be required by the Village Building Department.
- g) It is assumed that construction completion will take place within 4 weeks after project bid award with 4 site visits by EAC's electrical staff and civil staff to evaluate progress and conformity with the plans and specifications.

Compensation

Compensation for the varying tasks is on a lump sum basis that based on the following breakdown and will be invoiced on a percentage basis in accordance with the completion at the time of billing.

o Field work and lighting evaluation	\$4,170.00
o 100% Plans and Specs	\$17,059.00
o Bid & Award Phase	\$1,702.00
o Limited Construction Support Services	\$4,680.00

Sub-Total: **\$27,611.00**

o Surveying Services	\$2,000.00
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Sub-Total: **\$29,611.00**

Printing/Reimbursable(s): \$276.11

Total Compensation for this Work Order: \$29,887.11

It is our understanding that the statement of work will be undertaken under a work order to be issued subject to the terms and conditions of the professional services agreement, dated May 20th, 2016 entered into between the Village and EAC Consulting, Inc. We are ready to begin working on this assignment. If the above fee proposal and the terms above are acceptable to you, please provide us with a Work Authorization/ Work Order. Please feel free to contact me if any clarifications are required.

Thank you for the opportunity to be of service to the Village of Biscayne.

Sincerely,



Michael Adeife
Senior Vice President

cc: File
Todd Hofferberth (VKB),
Oscar Rubio (EAC)
Huntley Higgins (EAC)

AGREED AND ACCEPTED	
By: 	<u>2/24/17</u>
John Gilbert, Village Manager	Date
 <u>2/27</u> , 2017	Notice to Proceed Date